

Confined Spaces Guide

PERSON RESPONSIBLE FOR THE WORK (AND SUPERVISOR)	ATTENDANT	ENTRANT
<p>BEFORE:</p> <ul style="list-style-type: none"> ◆ Identify an entrant and an attendant having the appropriate training. ◆ Give instructions explaining the work to be done. ◆ Read and circulate the confined space fact sheet and ensure the program is applied. ◆ Ensure the equipment is available. ◆ Ensure the confined space is properly prepared. ◆ With the entrant and attendant, check that all conditions of the confined space entry permit are met and all preventive measures are applied. ◆ Contact the Confined Space Program Leader to request that an entry permit be issued. <p>DURING:</p> <ul style="list-style-type: none"> ◆ Be available while the work is being carried out. <ul style="list-style-type: none"> - If unavailable, delegate a qualified replacement. - Inform the entrant and attendant of the replacement's name. ◆ Appoint a replacement entrant and attendant (if necessary). ◆ Contact the Confined Space Program Leader if the work period is extended or if the team is changed. <p>AFTER:</p> <ul style="list-style-type: none"> ◆ Ensure the confined space is vacated. 	<p>BEFORE:</p> <ul style="list-style-type: none"> ◆ Make contact with the entrant. ◆ Be familiar with the hazards and safety instructions (fact sheet and entry permit). ◆ Be on site with the entrant when entry permit issuers visit the confined space. ◆ Sign the entry permit. <p>DURING:</p> <ul style="list-style-type: none"> ◆ Stay at the opening and remain in touch with all personnel working inside. The attendant may be a member of the work team, and other team members may take turns at acting as the attendant. ◆ Halt the work if conditions become hazardous. ◆ At no time leave the site. ◆ Appoint a replacement if obliged to leave. ◆ Watch for any signs of hazards inside and outside the confined space; in an emergency, order evacuation. ◆ Call in rescue personnel (if necessary). ◆ If the monitor alarm sounds, evacuate the confined space and record the air quality readings at that time in the proper space in the entry permit. <p>AFTER:</p> <ul style="list-style-type: none"> ◆ Ensure the confined space is vacated. 	<p>BEFORE:</p> <ul style="list-style-type: none"> ◆ Apply confined space entry program. ◆ Find out about the inherent hazards of the confined space. ◆ Prepare the confined space. ◆ Apply all preventive measures. ◆ Sign the confined space entry permit. ◆ Wait for the attendant's permission before entering the confined space. <p>DURING:</p> <ul style="list-style-type: none"> ◆ Follow instructions from the attendant and the person responsible for the work. ◆ Notify the person responsible for the work if the initial work method has to be modified, and obtain authorization. ◆ When required, ensure continuous monitoring of the confined space with the air quality readings device, until the work is completed. ◆ If the confined space is left unoccupied and unsupervised, all inspection and preventive measures have to be repeated and recorded in the entry permit when the entrants and attendant return to the site. <p>AFTER:</p> <ul style="list-style-type: none"> ◆ Ensure that the confined space is restored to its original condition when the work is completed.
ENTRY PERMIT ISSUER		
<p>BEFORE:</p> <ul style="list-style-type: none"> ◆ Circulate information about the inherent hazards of the confined space. ◆ Check for hazards in addition to those recorded in the entry permit. ◆ Check that the equipment is properly installed. ◆ Take a sample reading for air quality monitoring. ◆ With the entrant and the attendant, check that all conditions recorded in the confined space entry permit are met and all preventive measures are applied. ◆ In the event of abnormal conditions or readings above permitted levels, an entry permit must not be issued and the necessary corrective steps must be taken. ◆ Ensure that there is a rescue procedure; that there is a communications procedure; and that all emergency rescue equipment is set up and ready to be used before signing the entry permit ◆ Authorize the work and sign the entry permit. <p>DURING:</p> <ul style="list-style-type: none"> ◆ Be available to deal with any modifications to the entry permit and to take air quality readings. 		

This Operational Guide was created by **GroupEHS** on 2007-11-15 for those participants having completed the “**Confined Spaces**” training course.

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Have you seen the following?

<input type="checkbox"/>	Risk Assessment	<input type="checkbox"/>	The risk assessment was specifically conducted for this space. Date: _____	
		<input type="checkbox"/>	This assessment was conducted by a competent person.	
<input type="checkbox"/>	Rescue Plan	<input type="checkbox"/>	The rescue plan was specifically conducted for this space. Date: _____	
		<input type="checkbox"/>	This plan was prepared by a competent person.	
<input type="checkbox"/>	Equipment	<input type="checkbox"/>	A list of the equipment to be used at the confined space is available, which includes all equipment needed in the event of a rescue.	
		<input type="checkbox"/>	The rescue equipment is already set up and verified before issuing an entry permit.	
<input type="checkbox"/>	Training	<input type="checkbox"/>	Employees involved in this entry have all been trained. (Attendant, Entrant, Supervisor, Person Responsible for Confined Space, members of the rescue team, ...)	
<input type="checkbox"/>	Other Documentation	<input type="checkbox"/>	MSDS	All MSDS for materials to be used on, in or in the immediate vicinity of the space are available and are up to date.
		<input type="checkbox"/>	Lock-Out/Tag-Out	The lock-out sheet is clear and easy to understand; and, is part of a Lock-Out/Tag-Out program.
		<input type="checkbox"/>	Machine Guarding	The machine guarding sheet is clear and easy to understand; and, is part of a Machine Guarding program.